Making a Display Board

Elements of a good display:
• Informative and Professional (images are of good quality, captions clearly explain/describe the topic, no typos, everything is neatly laid out, rulers used for cutting and layout, colorful)
• Easy to follow (steps are numbered, images are captioned, headings used to organize everything)
• Easy to read (text is large, simple fonts, sentences are short and simple).

Your board should have this information on it:
• Abstract (this is a summary of all of the key concepts presented in your poster).
• Clearly state the question(s) posed and your reasoning for this topic
• Concepts presented must be related to the topic being studied
  Important: stay on topic!
  Do not address concepts that are unrelated to the question that you have posed.
  Make sure that concepts are presented in a logical sequence
• Conclusion: What is the answer to the question that you posed?
• References used and cited.

Display Format
Your display board measures 12” on each side, 24” in the center, 36” high.

What about colors?
Keep it simple. Use the same color for all of your labels. Use a contrasting color for your display title. Black is best for body text.

Note: boards are available in white and a variety of colors.

What about images?
Images used should be a minimum of 4”X6”
Use of borders/contrasting paper behind photos helps focus the reader’s attention.
Make sure that all pictures/images are labeled and have a figure caption and reference with them.
Use 14 pt. up to 18 pt. depending on the size of the photo.

How to make large letters using Word
Format your page first. Set all your margins to 0.5 in or less to use as much of the page as possible. For body text in the main section of the display, use “Landscape” orientation rather than “Portrait.” (Go to File, Page Setup.)

For the title:
Make a big, BOLD title for your display—use interesting fonts, colors, etc.

In Word, Go to Format in the toolbar. Select Font. Click the Size box and type in any even number between 200 and 800.
  Example: 400 pt Times (4 in. high); 800 pt Times (7.25 in. high)
Very few letters will print on each page—you will have to cut out the letters and do the “paste up” for each letter. Each font will be sized differently and you just have to experiment when you’re working with titles. Very lightly draw a line on the board as a guide—if you have a colored board, do not erase the line as it will show up as a white streak!

Next, look at the Effects Box. You can choose Bold, Outline, Shadow, or a Combination.

To make HUGE colored letters without using a lot of ink, click on Outline and print on colored paper. This is the easiest way to get a lot of color in your display.

For the heading labels:
Use 48 pt to 72 pt. in landscape orientation. Size will depend on how much information you are presenting. Use the same font, font size, and color for these headings—be consistent.

For simple statements or short paragraphs following your headings:
Tip: Set your page to Landscape. Type your line of text. Highlight it and gradually increase the font size so that you fill the width of the page with as few breaks in the middle of each word as possible. Use a 24 pt to 60 pt type. A sub-heading should be smaller than your heading labels, but larger than body text.

What to do if you have a break in the middle of a word:
Measure 0.25 in to 0.50 in from the top edge of the capital letters in the line. Mark it. Do the same for the following lines. You now have a consistent top edge. Do the same for the bottom lines, allowing for lower case descenders (g, y, p, etc.) Doing this will give you a clean, visual line of text: black letters on a white strip. Paste up your strips as needed. Make your cuts—using a paper cutter is best. Line up the words so that your top line is straight. To get rid of unwanted white space, you’ll probably need to cut and then overlap some words or letters—trying to piece words together edge to edge is very time consuming, overlapping a bit of white space at the end of the preceding word is easier.

What kind of fonts should I use for the rest of the display?
Best fonts for reading are Times, Arial, Comic Sans—18 to 36 pt, bold, black. Stick with simple, easy to read fonts. The smallest font you should use is 14pt.

How do I know where to put everything?
Look at your information: title, headings, images, captions, abstract, reference list, etc. Organize your information in a logical sequence.

Look at the board. It can be used in parts or as a whole. English is read left to right and from top to bottom. Most people will look in the top left corner for information first—this is where you display the Abstract. Information presented on an angle is eye-catching—but use it sparingly. Use the top of your display for your title. Your reference list should be in the lower right corner.

What should I use to paste it on?
Do not use white glue—it ripples. Glue sticks can be used for plain paper, but they will not hold photos—if you use a glue stick, be sure to check your display before the class presentation, because the glue tends to dry and the photos (and sometimes the paper!) will fall off. Best choice is
rubber cement —you can move it around if you make a mistake and it rubs off if easily if you put on more than you need. Caution: use rubber cement in a well-ventilated area!

**What about 3-D items?**
Three dimensional items should not be attached to a poster board!
Your poster should be a stand-alone project.

**What are you missing?**
Put your name and class section on your project!
Use the lower right corner below the reference list to put your name and the course —14pt. type.